

# City Departments Prepare for 4/10 Work Week

**El Paso, Texas**-Beginning May 3, 2010 several City departments will be changing their operational hours as part of a 4/10 work week program that is saving the City an estimated \$213,000 over a five month period. The program will work as follows:

Monday, May 3, 2010 to Friday, October 1, 2010 Monday through Thursday schedule (closed on Fridays) Operating hours will be 7 a.m. to 6 p.m.

A complete listing of departments will assist in being aware of operational hours for all City services during this pilot program:

El Paso International Airport Regular hours - no changes

<u>Bridges</u> Regular hours- **no changes** 

Sun Metro Regular hours- **no changes** 

General Services Regular hours- no changes

El Paso Public Library Regular hours- **no changes** 

El Paso Zoo Regular hours- **no changes** 

MPO Regular hours- **no changes** 

El Paso Convention & Visitors Bureau Convention &

<u>Performing Arts Centers</u> Regular hours- **no changes** 

Mayor John F. Cook

**City Council** 

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

El Paso Fire Department Emergency services will remain 24 /7

All fire stations will remain open - no changes Training Academy- regular hours - no changes Fire Inspections-regular hours-no changes

4/10 Administrative Offices- 8600 Montana 7am- 6pm M-Th Including fire prevention and logistics



El Paso Police Department All regional command centers will maintain

regular hours - a 24/7 operation - no changes

Environmental Services Trash pick-up schedule –**no changes** 

Landfill- regular hours – **no changes**Citizen collection sites- **no changes**Special collection pick-up - **no changes** 

Code enforcement – regular hours – **no changes** 

4/10 Administrative Offices-7968 San Paulo 7am – 6pm M-Th

<u>Department of Public Health</u> WIC Clinics – regular hours- **no changes** 

Immunization Clinics - **no changes**Animal Services - **no changes**Laboratory Services - **no changes** 

**4/10** Administrative Offices - 5115 El Paso Dr. -7am-6pm M-Th Preventive Health Clinics

Food Inspection and Permit Office, 222 S. Campbell St. – 7am to 6pm M-Th

Dental Clinic - 3301 Pera Avenue-7am-6pm Tues - Friday

## Street Department

**4/10** All operations – 6am – 6pm M-Th
Will respond to emergencies

#### **Municipal Courts**

4/10 Bond office locations – 7am-6pm M-Th

\*\*\*The 810 E Overland location is open 7 am - 7 pm M-Th

Citizens can still pay by internet, mail, & night deposit boxes at bond office locations- if paperwork is due on Fridays —it will be extended to Monday

Arraignment hearing hours at the NE Municipal Court, 9600 Dyer, will be extended Monday through Thursday to 7:30 a.m - 11:30 a.m. and 1:30 p.m. to 5:00 p.m. No arraignments will be held on Fridays.

Mayor John F. Cook

**City Council** 

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

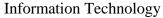
District 7
Steve Ortega

District 8
Beto O'Rourke

#### **City Hall**

## 4/10 2 Civic Center Plaza-7am- 6pm M-Th All departments within City Hall will be participating

Mayor & City Council Offices
City Manager's Office
City Attorney's Office
Community Development
Economic Development
Financial Services
Human Resources
Municipal Clerk-City Clerk's Office
Internal Audit
Office of Management & Budget
Tax Office
Print Shop



4/10 Administrative area will participate

IT Helpdesk will be available regular hours

Financial Services-Property Control (Surplus Property) Area 7969 San Paulo 7 am- 3:30 pm Monday - Friday

**Development Services Department** 

4/10 Administrative area will participate

The building inspectors and chiefs will remain on the 5-day a week schedule, so inspections will not be affected. Inspections for Friday will be conducted as scheduled Inspections for Monday will be need be schedule through the IVR system (313-6100)

#### **Engineering Department**

4/10 Administrative area will participate

The Project Inspectors will continue to work the same scheduled hours as the Contractor. If the Contractor is working 5-8 hour days, the inspector will as well. If the Contractor is working different hours, according to the contract or as agreed upon with Engineering, the inspector will work those hours.

The Traffic Management Center (TMC) will be manned from Monday through Thursday, 7:00 a.m. to 7:00 p.m. and on Friday from 7:00 a.m. to 6:00 p.m.



Mayor John F. Cook

**City Council** 

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

### Museums and Cultural Affairs

4/10 Administrative area will participate

Museum of Art – regular hours - **no changes** Museum of History- regular hours - **no changes** Museum of Archeology-regular hours - **no changes** 

Parks & Recreation

4/10 Administrative area will participate

Recreation Centers- regular hours - **no changes**Senior Centers- regular hours - **no changes**Aquatic Centers/ Pools- regular hours - **no changes**Sports Centers - regular hours- **no changes**Maintenance Corrals - regular hours- **no changes** 

For contact information for any of the departments mentioned above please visit the City website at www.elpasotexas.gov



Mayor John F. Cook

**City Council** 

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke